



**ANDREW H. WILSON
CHARTER SCHOOL**

**Family Handbook &
Student Code of Conduct
2010 - 2011**

ANDREW H. WILSON **Charter School**

An Edisonlearning™ Inc. Partnership School

**Your Educational
Path
To Success!**

SCHOOL CALENDAR

2010 - 2011

<i>First Day of School:</i>	Thursday, August 5, 2010
<i>School Day End Time:</i>	4:00pm
<i>Hours in school day:</i>	8 hours
<i>Number of Instructional Minutes per day:</i>	375 minutes (exclusive of lunch, morning meeting and transition time)
<i>Number of Instructional School Days per year:</i>	186 days

School Calendar

August 2 – 4, 2010	Professional Development for Teachers
August 5, 2010	First Official Day of School
September 6, 2010	Labor Day - School Closed
October 8, 2010	Professional Day for Teachers ½ Day for Students
October 15, 2010	Teacher Day No School for Students
November 22-26, 2010	Thanksgiving Break (School Closed)
December 20-31, 2010	Winter Break (School Closed-Return on Jan. 3 rd)
January 7, 2011	Professional Day for Teachers ½ Day for Students
January 14, 2011	Teacher Day No School for Students
January 17, 2011	School Closed-Dr. Martin L. King, Jr. Birthday Observance
March 22 - 24, 2011	LEAP Writing Assessment (4 th Grade Only)
March 25, 2011	Professional Day for Teachers ½ Day for Students
April 11 -21, 2011	LEAP/iLEAP Testing
April 22 – 29, 2011	Spring Break (School Closed)
May 20, 2011	Teacher Day – School Closed
June 2, 2011	Last Day of School: Students
June 3, 2011	Last Day of School: Teachers



Andrew H. Wilson Charter School
1111 Milan St
New Orleans, LA 70115
January, 2010: 3517 General Pershing (70125)

School Colors:

Forest Green and White/Beige

School Motto:

Enter to Learn Leave to Achieve

MISSION STATEMENT

The mission of Andrew H. Wilson Charter School (“AHWCS”) is to provide a challenging, enriching, and meaningful curriculum that educates, nurtures, and respects the individual student and the diverse community of learners in an environment that is safe and conducive to learning. We believe in providing students with the tools necessary to meet high academic expectations and achieve academic success, thus building the skills and confidence needed to become intelligent, ethical, responsible, and civic-minded adults.

It is our philosophy and vision that the ultimate ability of our students to achieve success will lie in the commitment of the school community, and the community-at-large working together to create an environment that promotes academic excellence, civic responsibility, character development, leadership, and confidence, as well as a love of and appreciation for learning.

We are committed to providing an exceptional learning experience through a core curriculum that is rich in literature, math, science, and social studies. We embrace the importance of the arts, technology, health and physical education in our students’ lives and integrate these areas successfully into our school day. We believe that learning occurs when students are allowed to make connections through meaningful experiences in all of their subject areas and that one area of learning does not have to be sacrificed for another. We believe that students embrace learning when they are actively engaged in relevant, meaningful, and challenging study that promotes academic, social, and physical development.

We are committed to helping build character and leadership in our students. Our students are the fabric of our community. We will foster in our students respect, responsibility, pride, confidence, citizenship, and honor. We expect our students to set high personal standards and to choose to live by these standards. Our faculty will be comprised of experienced, committed, and passionate individuals who themselves have respect for the teaching and learning process. Our school faculty, principal, and staff will demonstrate leadership that is present and effective and model these positive character traits for our students.



Academic Program

Reading – 90 minutes daily

The Open Court Reading Program, developed by McGraw Hill, is our school-wide Reading program in grades K – 5th. Prentice-Hall is the reading program for the Upper School, grades 6 – 8. Multiple strategies are used, including cooperative learning and one-to-one tutoring. Phonics, word attack, comprehension, and study skills are taught through literature. Student progress is monitored weekly, monthly, and quarterly to assess reading skills.

Writing/Language Arts – 45 minutes daily

Step Up to Writing, developed by Cambium Learning, is our school-wide Writing program. Writing is also taught in all subject areas to enable students to develop proficiency with writing for many purposes and audiences. As they become more fluent writers, students hone their skills in the mechanics of spelling, punctuation, and grammar. Students also engage in Writer's Workshop that teaches students the writing process.

Mathematics – 60 minutes daily

The Everyday Mathematics curriculum, developed by the University of Chicago emphasizes the processes of mathematics and encourages students to develop higher levels of understanding regarding mathematical concepts and procedures. Everyday Mathematics is aligned with the National Council of Teachers of Mathematics (NCTM) standards which include; computation, numeration, data collection and analysis, probability and statistics, geometry, and algebra.

Social Science – 45 minutes daily

Social Studies and History Alive, developed by Teachers' Curriculum Institute, supplemented with Louisiana specific material, is our school-wide Social Science program. A project-based program emphasizes the use of children's literature in social studies instruction. Projects and activities are often cross-curricular and are guided by a multicultural perspective and respect for diversity.

Science – 45 minutes daily

The Delta Science Modules, developed by Delta Education, are our school-wide Science program. This program engages students in hands-on explorations, which build their understanding of the key scientific concepts and big ideas that explain our world.

Spanish/World Language – 45 minutes daily

Students acquire Spanish skills by learning conversation and culture, with the long-term goal of being able to communicate fluently.

Art– 45 minutes K – 3 (one semester)

Music and visual arts are presented as a combination of history, performance, appreciation, and practice, all with a multicultural approach.

Music- 45 minutes K – 3 (alternate semester)

Physical Fitness/Health –45 minutes daily

Our Curriculum focuses on healthful nutrition and developmentally appropriate objectives in the areas of speed, flexibility, endurance, strength, and agility.

Accidents

Initial treatment is given to pupils with minor injuries when an accident occurs in school. The school will always notify the family when medical care may be needed for an injury or illness. **All families must keep the school informed of changes in their telephone number, and how they can be reached in an emergency.** The AHWCS is not responsible for medical expenses and bills. If an ambulance has to be called due an emergency the parent will be responsible for the cost.

Aggressive Adult Behavior and Interactions

Student safety is our first priority AHWCS. There are times in which educators encounter hostile or volatile situations with parents, guardians, caretakers or other adults. **HOSTILE, AGGRESSIVE AND/OR VOLATILE ACTIONS OF PARENTS, GUARDIANS, CARETAKERS OR OTHER ADULTS WILL NOT BE TOLERATED AT ANDREW WILSON CHARTER SCHOOL.** If this behavior is displayed you will be asked to leave the premises and the police may be notified.

Arrival Procedure

Students are not to arrive at school prior to 7:30 a.m. There is no one on site to supervise children prior to 7:30 am. ***Students that arrive prior to 7:30 a.m. will not be admitted into the building.*** Buses will arrive between 7:30-8:00 a.m. If a bus arrives before 7:30 a.m. students will remain on the bus with the bus driver until 7:30 a.m. at which time a staff member will meet them and escort them off of the bus.

Attendance

Absence from school is defined as not present or accounted for during classroom instruction. Regular attendance is vital to your child's success. Absences interfere with learning and should be avoided. When students are absent, they cannot recapture the missed instruction. This is true whether the absence is excused or unexcused.

AHWCS staff must take appropriate action whenever an unexcused absence or tardy occurs, which may include but is not limited to notifying Department of Family Services (DFS).

In order for an absence to be considered an EXCUSED absence the child must bring a written note from a parent or guardian, a statement from a doctor, verifying documents for court appearances, or other relevant documentation.

Parents or guardians can call (504) 373-6274 or come in to the front office and speak with the secretary to verbally confirm an absence. **If these notification guidelines are not followed, the student's absence will be considered UNEXCUSED.**

PARENTS/GUARDIANS WILL BE NOTIFIED IN WRITING UPON A STUDENT'S THIRD UNEXCUSED ABSENCE OR UNEXCUSED OCCURRENCE OF BEING TARDY, AND THE SOCIAL WORKER SHALL HOLD A CONFERENCE WITH THE PARENT OR LEGAL GUARDIAN. THE STUDENT'S PARENT OR LEGAL GUARDIAN SHALL SIGN A RECEIPT FOR SUCH NOTIFICATION.

All absences are considered unexcused unless the student has a note from a parent or guardian, a statement from a doctor, verifying documents for court appearances, or other relevant documentation.

Broadmoor Charter School Board Meetings

School Board meetings are open to the public. The meetings begin at 6:30 p.m. on the third Tuesday of every month, with no meetings in December and July. The meetings are held in the library of the school. If the meeting dates change for any reason public notice will be given in advance. The 2009-2010 board meeting dates are:

Tuesday, August 24, 2010
Tuesday, September 28, 2010
Tuesday, October 26, 2010
Tuesday, November 17, 2010
Tuesday, January 25, 2011

Tuesday, February 22, 2011
Tuesday, March 22, 2011
Tuesday, April 26, 2011
Tuesday May 24, 2011
Tuesday, June 28, 2011

Bus Service

The AHWCS utilizes First Student Bus Company for student transportation to and from school. The phone number to First Student Bus Company is (504) 262-0060 or 365-0310. If you have questions or concerns about bus stop information, please contact the school office manager at (504) 373-6274.

Cell Phone/Pager Usage

Students are not allowed to use cell phones, pagers or communication devices of any type during the school day. Cell phones, pagers or communication devices of any type visible during the school day will be confiscated and held until the student's parent comes to the school to retrieve the item.

Chain of Command

There are four steps in place in order to meet the needs of our families in a timely manner. It is our desire to settle your concern at step 1. If you have concern please follow these steps:

- Step 1: Set up a meeting with your child's teacher
- Step 2: Set up a meeting with your child's Lead Teacher.
- Step 3: Set up a meeting with the Student Support Manager
- Step 3: Set up a meeting with the Principal.

Change of Contact Information

School records must be up to date at all times. The school must be notified immediately when a change of address or a change of telephone number occurs. Please call 504-373-6274 with this information or send a note with your child.

Change of Name

When a child's legal name changes, a court order showing the change must be submitted to the school. School records cannot be changed without this legal document.

Child Abuse Notification

Every AHWCS staff member is mandated by law to report any suspected child abuse or neglect. All reports are made confidentially. Wilson Charter School is not allowed to notify the parent or guardian of the student that the report is being made prior to making the report.

Community Service

We encourage every House to be involved in community service projects. Community service is an excellent way of helping students look beyond their own wants and needs and understand their relationship to our community. We look for such an experience to build the student's sense of responsibility. Community service will be connected with a least one curricular unit and will be age appropriate.

Communications

AHWCS is committed to promoting communication between our staff and our families. Please call our school with any questions or concerns you may have. Listed below are some of the formal ways that our school staff will maintain contact with our families:

House newsletters/Teachers Newsletters:

Teachers may send newsletters specific to their class.

Family Curriculum Nights:

AHWCS will host several family curriculum nights during the school year. This will be another way for you to share in your child's success and learning.

School Visits:

Families are always welcome to visit our school. However, all visitors must sign in at the office and obtain a visitor's pass for security reasons.

SLC conferences:

Each family will meet with their child's teacher quarterly at Student Learning Conferences to review expectations and goals and to discuss the student's academic development.

Confidentiality

Laws involving privacy and confidentiality prohibit the school from sharing names, addresses and telephone numbers of staff and/or students with anyone, including other parents.

Core Values

A part of the AHWCS/EdisonLearning design is Character Education. Our Character Education program focuses around eight Core Values, which are: Wisdom, Justice, Courage, Compassion, Honesty, Respect, Responsibility, and Integrity. Your child will learn about each of these core values in detail throughout the school year.

Corporal Punishment

CORPORAL PUNISHMENT IS PROHIBITED AT ALL TIMES AT ANDREW H. WILSON CHARTER SCHOOL. Parents are not to physically discipline their child on school grounds.

Dismissal Procedure

To ensure the highest safety for your child during dismissal, the following dismissal procedure is in place. We ask that families cooperate with the following procedure at all times.

Bus riders:

At the scheduled time bus riders will proceed to the assigned area and will be supervised to their bus. Students are to proceed directly to their bus. Students are not allowed to go to other classrooms to pick up siblings or other students. Students will meet siblings or other students on the bus. Parents are not to take their child from the bus or the bus line unless they have first signed their child out in the front office.

Students who are picked up:

At dismissal students who are picked up will be escorted to the assigned area. Students are to stay with the staff member at all times and are not to go to other classrooms to pick up siblings or other students. **STUDENTS WHO ARE PICKED UP WILL NOT BE ALLOWED TO LEAVE THE BUILDING AND MEET THEIR PARENTS AT THE CAR.** Students are to wait in the Parent Pick-Up area until their parent arrives there. When the parent arrives, students will be dismissed to the parent or guardian. **Students will not be dismissed into the street or allowed to cross the street alone at dismissal.** An adult must physically come and pick up the child from the Parent Pick-Up area. **Your child must be picked up no later than 4:15 p.m. daily.** If a student is not picked up by 4:15 p.m. and no one is available to supervise we will notify the NOLA Police Department. At that point the NOLA Police Department may notify the Department of Family Services (DFS) about the situation.

Students who walk:

At dismissal students who walk will be escorted outside. Students are to stay with the staff member at all times and are not to go to other classrooms to pick up siblings or other students. Walkers **must** leave the building and are free to walk home. Students who walk home together are to meet outside on the sidewalk. They are not to

meet inside of the school. **Siblings and friends are never to come to a classroom to pick up another student.**

All students and parents will be required to follow all steps in the dismissal procedure as stated above in order to ensure that all of our students are safe at all times. We understand that during the course of the day the method in which your child gets home from school may change. If this situation arises the parent or guardian is responsible for notifying the front office of these changes no later than 3:00 p.m. **Transportation method change requests will not be accepted after 3:00p.m. each day.**

Dress Code Policy

Creating a safe and orderly learning environment for all students is the number one priority of Andrew Wilson Charter School. All students will contribute to creating a safe and orderly learning environment by wearing their school uniforms at all times. This includes the entire school day, field trips, half days, and abbreviated schedule days.

Uniform Requirements

Grade	Boys	Girls
K-7	Green polo shirt with AHWCS logo Khaki uniform material pants or Khaki knee length uniform walking shorts	Green polo shirt with AHWICS logo Khaki uniform material pants or Khaki knee length uniform material skirt or jumpers Khaki knee length walking shorts

****Uniform shirts may be purchased at the school or Young Fashions Uniforms (2727 Causeway)****

Uniform Requirement Details

Cold weather	Green sweater/sweatshirts Green sweatshirts with AHWCS logo will be available in October
Socks	Black, brown, beige or white
Belts	Black, navy or brown, Must be worn at all times, Small belt buckles only
Shoes	Solid black, brown or white shoes Solid black, brown or white shoelaces only. No sandals, heels, or open toe shoes

In addition to the above, all uniforms must be clean and neat. All rips and tears must be mended or repaired. Males and females must wear proper foundation garments under all apparel. All shirts must be buttoned and tucked in at all times.

Early Dismissal

If, for any reason, your child needs to be excused from school before the regular dismissal time, only an adult on file (the emergency information sheet) as an authorized individual will be permitted to remove your child from school. An important part of our instructional program is a longer school year and a longer school day. In an effort to provide quality, uninterrupted instructional time, excessive early dismissals during the school year will not be tolerated.

Enrollment/ Residency Requirements

Charter school law requires all parents to return an Intent to Return Form every year to have your child readmitted for the following year. Intent to Return Forms are sent out via students in the springtime. Each student must reside within the boundaries of the City of New Orleans with an adult who is a resident. The adult should be the parent, stepparent, or foster parent of the student, the legal guardian of the student, or the person who has physical and legal custody of the child through a court order or placement by an appropriate social service agency. The Principal must approve any exception in advance. Students who are enrolled in the AHWCS by providing false residency information or failing to keep residency information current will be removed from the school roster and no longer allowed to attend AHWCS if they are not able to provide documentary evidence within three (3) school days. Andrew Wilson Charter School does NOT limit admission of students based on: race, ethnicity, national origin, disability, gender, income level, English proficiency, athletic ability or other basis impermissible under the law.

Expectations for Parents, Guardians and Staff

We unite with our parents in the knowledge that close relationships between families and school staff increase the potential for successful school experiences. We expect that parents and staff will:

- Attend three quarterly parent-teacher conferences
- Respond to requests for communication
- Serve as role models for our students
- Ask questions and communicate with applicable adults when there is a concern
- Share all information, which is relevant to the child's needs
- Take responsibility for overseeing homework and participating in projects as requested
- Take responsibility for the child's physical readiness for school
- Support your child's education by taking advantage of field trip opportunities recommended by the school.

FASST Team

The Family and Student Support Team (FASST) team exists to ensure that every child receives the support/service needed to be successful. A full-time Student Support Manager and Social Worker are available to serve our students, families and teachers. They work with teachers to generate strategies and ideas when working with our students. They also coordinate all volunteers and community service activities.

Field Trips

Classroom teachers will plan field trips for a specific educational purpose. A child must have a Field Trip Permission Slip completed and signed by the parent in order for the child to participate. The teacher will also send a notice home prior to each field trip to let parents know what is planned. If for any reason a parent does not wish for his/her child to participate, arrangements will be made for the child to remain on school grounds with another class.

Fire Drills

To remain in compliance with the state law, fire drills are held once a month during the school year. School administration, in cooperation with the City Fire and Police Departments, coordinate the school safety program.

HALL Procedure

Students are expected to follow HALL at all times when transitioning in the hallways and waiting in line.

H – Hands Folded in front

A – All eyes forward

L – Low speed

L – Lips zipped

Homework policy

We believe that students should extend their school experiences through skill reinforcement and enrichment activities at home. Homework assignments should reflect the needs, abilities and interests of students.

The time guidelines for home study are:

Primary Academy (K-3) 30 minutes per day

Elementary Academy (4-7) 45 minutes per day

Nightly homework will include:

Reading: Read for 20 minutes every night

Everyday Mathematics: 1 Home Link (grades K-3) or 1 Study Link (grades 4-7) every night.

Each teacher determines homework in all other subject areas.

Houses

Houses are the basic units of student organization in our school. Students work with all students and teachers within their House.

Infectious Diseases

Any person at AHWCS who is found to have an infectious disease is not allowed to be at school. The person must be seen by a physician and is not allowed to return to the school until they have undergone treatment. A physician's written permission to return must be provided to the Nurse's Office.

Labeling Clothing

Items of clothing such as boots, raincoats, hats, gloves and coats should be labeled for young children. This avoids loss and confusion. **Children's lost articles are kept in the Lost and Found Box in the front entrance.**

Lost And Found

Personal belongings of students are brought to the school's Lost and Found Box when the owner cannot be identified. This Lost and Found Box is located within the front entrance hall. Children should be reminded to check the Lost and Found Box for missing items. This is an ongoing process throughout the school year. Please clearly label all lunch boxes, sacks, and articles of clothing with your child's name. Any item remaining after the close of school will be donated to a worthy organization at mid-year and during the summer.

Meal Procedure (Breakfast and Lunch)

Breakfast and lunch are served daily. Students will be able to eat breakfast between the hours of 7:30-8:00 a.m. Students arriving after 8:00 a.m. will not be provided with breakfast, unless it is due to a late bus. Lunch is served in 30-minute shifts from 11:00-1:30 daily. **TO VERIFY THAT YOUR CHILD IS ELIGIBLE TO PARTICIPATE IN THE FREE AND REDUCED LUNCH PROGRAM YOU MUST COMPLETE A FREE AND REDUCED LUNCH APPLICATION BEFORE YOUR CHILD'S FIRST DAY OF ATTENDANCE. This application must be completed at the beginning of every school year.** During the application approval process it is the parent's responsibility to pay full price for your child's breakfast & lunch.

Students can either bring a lunch or purchase a lunch from the dining room during their lunch period. For students not eligible for the free and reduced program, parents are required to send money with their child to pay for their food. This money must be sent with the child in an envelope with the child's name and the amount of money clearly marked on the outside of the envelope. The child must give the envelope to the front office staff at which time the money will be counted and credited to your child's account. Information will be sent home at the beginning of the school year.

Media

We expect that the media will be interested in what is happening at our school, and we welcome their attention. If for any reason, you do NOT wish your child to be viewed on television or photographed by the media, we need to have that information in writing so that it can be placed in your child's file. A MEDIA RELEASE form must be completed at registration and will be effective during the time your child attends AHWCS.

Medication Administration

School regulations require that all medication be given only by doctor's written orders and dispensed from a pharmacy-labeled container. Medication should only be given in school if times cannot be arranged for all doses to be given outside of school hours.

If medication cannot be given at home and your child must take medication in school, please follow this procedure:

- Have your doctor complete the **School Order Form** for the school to dispense medication giving the following information:
 - Diagnosis
 - Name of drug to be given
 - Dosage
 - Any side effects of which the staff should be aware
 - The length of time for which the medication is to be given
 - Student's name
 - Parent signature
- Sign the school's written parental permission form
- Bring the medication to the school nurse's office in a pharmacy-labeled bottle (with Measured dispensing tool; if the medication is liquid).
- Parents need to report any communicable diseases that their child might have (e.g., chicken pox, strep throat, ring worm, head lice, impetigo, scabies, scarlet fever). To return to school following these conditions the school needs to receive a note from the doctor saying the child has been treated and is cleared to return to school.
- The same procedures apply for non-prescription medications.

Louisiana School Immunization Requirements

- All students must present documentation of month, day, and year for each immunization before they attend school.
- All immunizations must be up-to-date before students are permitted to attend classes.
- For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current ACIP Schedule (<http://www.cdc.gov/vaccines>)
- Religious and medical exemptions are allowed. The appropriate exemption card must be on file.

Money and Property Including Clothing and Valuables

Children should not bring money, property or valuables to school. Money to purchase lunch should be sent in a sealed and labeled envelope. Students and parents will be notified if money is required for other reasons. The school cannot assume the responsibility for money (including monies used as payment for field trips), property or valuables, either lost accidentally or taken.

No Child Left Behind (NCLB) Act 2001

Andrew Wilson Charter School, at the parent's request, will provide information regarding the professional qualifications of a student's teacher consistent with the applicable legal requirements mandated by this Act.

Non-Discrimination on the Basis of Race, Ethnicity, Disability, Religion or Sex

The Board of Directors of Andrew Wilson Charter School and the Charter School Staff are committed to providing an education environment free from unlawful harassment. Specifically, the school and its employees shall not participate in any harassment or discrimination based on: race, ethnicity, national origin, disability, gender, income level, English proficiency, athletic ability or other basis impermissible under the law.

Parent Conferences

*An appointment should be arranged in advance if you have a matter that requires one on one attention from your child's Teacher. **Teachers are not permitted to conference with a parent or visitor while responsible for instruction and the children in their class.*** You may send a written request with your child to the teacher or call them directly to set up an appointment. If you will not be able to keep a scheduled appointment, please call the school so that the teacher may schedule another parent for that time.

Student Learning Conferences (SLC) will be conducted at the end of the first three quarters. We expect 100% parent participation at SLC conferences. Conferences are a time to celebrate your child's accomplishments over the past quarter and set goals for continuous improvement during the next quarter.

Phones

The AHWCS office will make a phone available for students to call home as needed.

Professional Conduct

All parents/visitors are expected to refrain from inappropriate language or activities in the presence of staff and students. Conduct of this nature may result in being removed and not permitted on school grounds. This type of conduct may also result in police notification.

Purses

Female students are allowed to carry purses for hygiene purposes when transitioning to and from the restroom only. Purses are not allowed in the classroom unless they are being stored inside of student's backpack.

Registration

A birth certificate, social security card, proof of residency, immunization records, along with a complete enrollment packet, evidence of age and place of birth must be submitted when a child registers for AHWCS. To enter kindergarten, a child must be five years old by September 30, 2009.

Releasing Students

Our procedures for releasing students are as follows:

- Parents or authorized guardians are to report to the main office where verification of identity is conducted.
FOR YOUR CHILD'S PROTECTION, PARENTS OR AUTHORIZED PERSONS MUST PROVIDE A

DRIVER'S LICENCE OR OTHER STATE PHOTO IDENTIFICATION, EVERYTIME, IN ORDER TO REMOVE A STUDENT FROM AHWCS.

- All parents should have an emergency information sheet on file in the main office, specifying who is authorized to pick-up their child. Any additions or deletions to this sheet must be made in person by the parent who filled out the form. We are unable to modify this information over the phone. If a parent is unable to come to the school to make pick-up changes in person, parents can fax this information to the school as long as the signature on the fax matches the signature on the original student enrollment packet. If you have not filled out an emergency information sheet, please request one in the main office. AHWCS staff may release a child during the school day only to a person authorized by the parent. Staff will not release your child to someone who does not appear on the emergency information sheet.
- Parents or authorized guardians are asked to sign-out on the early dismissal sheet located in the office.

Request to Excuse Students from Activities

It is required that you send a **doctor's note** if your child is not to participate in Physical Education or go outside during cold weather, due to illness or injury. This note should include the reason your child will not be participating.

Restrooms

Teachers will take their class to the restroom at least twice daily, and as needed.

School Nurse

School health services are available daily to all of our students. There may be health screenings during the school year inclusive of vision and hearing testing.

Sexual Harassment

Sexual harassment of students by a fellow student or staff member will not be tolerated. The Principal shall appoint a person of each gender to hear complaints of sexual harassment who shall immediately report all such complaints to the Principal. Sexual harassment is defined as unwelcome sexual advances or requests for sexual favor, may be either verbal or physical, interferes with a student's educational performance, and creates an intimidating, hostile, or offensive educational environment.

Smoking and Other Substances

Andrew Wilson Charter School is a tobacco free campus. No forms of tobacco are permitted on school property, including the parking lots. Alcohol and illegal substances are also strictly prohibited.

Solicitation

Our regulations prohibit solicitation during school hours, on school grounds by staff or students. This includes for membership in, contributions to, or purchases in support of any charitable organization or association, unless previously approved by the Principal.

Special Education

Special education services are available for students who have been identified as having a disability as stated in their IEP/Evaluation Summary. Services are designed to meet the educational needs of each individual student, and are available with emphasis given to supporting students in general education classes. The Edison Learning Design emphasizes responsible inclusion.

Special Health Needs

Parents are asked to notify the school if students have particular health needs. In a case where adjustments need to be made for reasons of health, or where serious health problems exist, a physician's letter is required. This letter should be updated yearly and/or as changes occur.

Student Learning Contracts (SLCs)/Grades

Students receive report cards called Student Learning Contracts four times during the school year. SLCs are issued following the end of each quarter of instruction. In the Student Learning Contract, parents will receive grade level standards that your child should be working to master and receive information about where your child is working in relation to grade level standards. Students will be evaluated based on four criteria: beginning, developing, proficient and exemplary. The SLC contains a student, teacher, parent contract where quarterly goals are set for each student.

Suspensions/Expulsions from a Former School

Students may not be admitted to Andrew Wilson Charter School who are currently suspended or expelled from a previous school. The administration of AHWCS may require that students fulfill their suspensions/expulsions from the previous school before being admitted. Parents are required to provide assurance that their child is not presently suspended or expelled from another school or school district by signing a notarized statement.

Suspension Hearings

Student suspensions are taken very seriously at Andrew Wilson Charter School. If a student is suspended, his/her parents will be required to attend a mandatory suspension hearing... Parents will be notified of this hearing and attendance at the hearing will be mandatory for the student and the parent and will be required before the child can return to school. During the suspension hearing it may be determined that the student will be moved forward to a board hearing due to their chronic misconduct. A student may be expelled after three suspensions.

Suspension Violations

If a student is suspended and returns to school on one of the suspended day, one day will be added onto the suspension. The student must be picked-up immediately. Suspended students will not be allowed to remain at school until their suspension is completed.

Tardiness

Children are tardy if they are not in the classroom by 8:10 a.m. Your assistance in getting your child to school on time is appreciated for the uninterrupted educational program of your child and those in his/her classroom. If your child arrives after 8:10 a.m., you will need to report to the front office to sign the tardy book and receive an admit notice before they go to class. All students are expected to be in class on time.

Testing

Standardized test scores serve many useful purposes for teachers, administration, parents, and students.

Grade	Assessments	Timeframes
Grades K – 1	Dynamic Indicators of Basic Early Literacy Skills (DIBELS) Scholastic Reading Inventory (SRI)	Quarterly
Grade 2	EdisonLearning Benchmark Assessments Scholastic Reading Inventory (SRI) Dynamic Indicators of Basic Early Literacy Skills (DIBELS)	Monthly Each Semester Each Semester
Grades 3-7	EdisonLearning Benchmark Assessments Scholastic Reading Inventory (SRI) Dynamic Indicators of Basic Early Literacy Skills (DIBELS) iLEAP/LEAP	Monthly Each Semester Each Semester April

Textbooks

Textbooks are furnished by the school. Students are expected to take good care of the books and keep them covered. Parents are responsible and must pay for the loss, damage, or destruction of their child's schoolbooks. Students may be required to have a deposit for books.

Toys

Toys should remain at home unless there is a special event requiring students to bring a specific toy. If toys are brought without permission, they will be held by the teacher until the parent comes to retrieve the toy.

Transfers/Withdrawals

When transferring to another school or withdrawing your child, you must come to the school to complete the withdrawal paperwork. A minimum of twenty-four hour notice is needed in order to complete the necessary transfer forms and the transfer of student records.

Visitors

Visitors must always report to the main office when entering the school building unless attending a school event that is open to the public. Children in the company of adults must be appropriately supervised at all times. They may not walk around the building or use restrooms without adult supervision.

During the first two days of school, parents may accompany their child to the classroom. After this, we encourage students to participate in established procedures for getting to the classroom rather than being escorted by parents.

After the first week, all adults who are not staff will be required to report to the office when entering the building. Please understand that our awareness of adults who are in the building is a primary factor in assuring your child's safety. All visitors will be required to wear a visitor's badge issued by the office.

Volunteers

Volunteers are an integral part of our school. We recognize the time, expertise, support and assistance they give. Parents and other community citizens are encouraged to volunteer.

Volunteer Procedures

1. Volunteers must report to the main office and sign the volunteer register upon entering the building.
2. A volunteer badge must be worn at all times.
3. CONFIDENTIALITY must be kept. Please never discuss a student's grades or progress with anyone. Our children have a right to privacy.
4. Discipline should be handled by the staff and administrators. Please report any behavior concerns to staff and administrators.
5. Please dress appropriately for the school site. No shorts, hats, tanks, mini-skirts and other inappropriate clothing are allowed.

Volunteer Expectations

1. Remember you are a role model for our students and should conduct yourself accordingly.
2. Work appropriately and respectfully with all students and staff.
3. Be respectful to our youth and their family's privacy.
4. Don't ignore behavior or actions that you feel are wrong or disrespectful.
5. Maintain a positive and helpful attitude.
6. If you signed up to volunteer and cannot make it, please let the office know.

Weather/Emergency Procedures

AHWCS decision to close school due to threatening weather conditions will be made according to safety factors in conjunction with the transportation company. Please pay close attention to the local television news stations to ensure that you are informed of any closing or early dismissal decisions.

Local television stations will carry announcements concerning the closing of school due to weather conditions or other emergencies before school pens. Parents should listen to the radio or television rather than call the school office for this information. This announcement is usually made no later than 6:00 a.m.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Andrew H. Wilson Charter School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and a young child with a developmental delay.

The School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the ChildNet program.

The School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Andrew H. Wilson Charter School at any time.

Local school districts in the State of Louisiana are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Special Education Department at the Wilson Charter School.

This notice will be provided in native languages as appropriate.

AHWCS Leadership Team

Sheila M. Thomas

Principal

Marie Weatherspoon

Assistant Director

Ethelyn Frezel

Kindergarten Lead Teacher

Rhonda Smith

School Operations Manager

Zach Zeppieri

1st Grade Lead Teacher

Harold Clay

Student Support Services

Shantrice Bailey

2nd Grade Lead Teacher

Mary Ann Bohlke

Curriculum Specialist

Sanjana Ballal

3rd Grade Lead Teacher

Janice Bailey-Walker

Curriculum Specialist

Ronicka Briscoe

4th Grade Lead Teacher

Katie Hardeman

Special Education Lead

Tasoula Nickum

5th Grade Lead Teacher

STEVEN KENNEDY

Po-Boy House Lead

Nicole Pulkkinen

6th/7th Grade Lead Teacher

Broadmoor Charter School Board 2009-2010

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CONNIE I. YEATON

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HAL ROARK
STEPHEN TREMAINE
ANTHONY WILLIAMS

Broadmoor Charter School Board Meetings

School Board meetings are open to the public. The meetings begin at 6:30 p.m. on the third Tuesday of every month, with no meetings in December and July. The meetings are held in the library of the school. If the meeting dates change for any reason public notice will be given in advance. The 2009-2010 board meeting dates are:

Tuesday, August 18, 2009
Tuesday, September 15, 2009
Tuesday, October 20, 2009
Tuesday, November 17, 2009
Tuesday, January 19, 2010
Tuesday, February 16, 2010
Tuesday, March 16, 2010
Tuesday, April 20, 2010

Tuesday, May 18, 2010
Tuesday, June 15, 2010
Tuesday, August 17, 2010
Tuesday, September 21, 2010
Tuesday, October 19, 2010
Tuesday, November 16, 2010

TITLE I FAMILY & SCHOOL COMPACT 2009-2010

Parental/Guardian Contract for Enrollment

Andrew H. Wilson Charter School is well on its way to becoming a remarkable school and our families agree that the following program components are necessary to build the kind of learning environment of which everyone can be proud of.

Andrew H. Wilson Charter School Parents/Guardians agrees: (Please initial next to each item.)

- To support the school's efforts to **remove violent/inappropriate behavior** from the school _____
- To support the school by ensuring that my child **complies with all policies** outlined in the Family Handbook and School Code of Conduct. _____
- To **attend all** of the Student Learning Contract (SLC) **conferences** _____
- To attend **a minimum of three PTO meeting** throughout the 2009 – 2010 school year _____
- To **volunteer at the school a minimum to five hours** during the school year _____
- To purchase and **maintain the necessary school dress code items** for each child, and to ensure that my child is **dressed in compliance with the dress code policy every day** that they are in attendance at AHWCS. (All details of the Schools Dress Code Policy can be found in the Family Handbook. If I do not have a copy of this information it is my responsibly to obtain it.) _____
- To send my child to school **every day at 8:00 a.m.**; unless legitimately ill _____
- To send my child to school **until the last scheduled school day** _____
- I will ensure that my child **is not dropped off for school prior to 7:30 a.m.** and I will ensure **that my child is picked up from school by 4:00 p.m. daily.** _____

I agree to support _____ by following the Program
(Student's Name)
Expectations as outlined in the above Parental/Guardian contract.

Parent/Guardian Signature _____ Date _____

Code of Conduct

Introduction to the Student Code of Conduct

The Board of the Andrew H. Wilson Charter School is committed to creating and maintaining a positive learning environment that encourages cooperation, fosters creativity, and nurtures students in taking the risks involved in learning. Such an environment is one in which students; parents, teachers, and administrators model the values inherent in the School's mission. As a result, the learning environment is safe, orderly, and conducive to learning for all members of the community. The Board recognizes the need to clearly define the expectations for student conduct, identify the possible consequences for unacceptable conduct, and to ensure that, when necessary, discipline is administered promptly and fairly. Accordingly, the Board adopts this Code of Conduct and Disciplinary Policy and Procedures (the "Code").

Students need to be consistently reminded that their behavior directly impacts the learning environment of the school and that they make a difference in the school climate by upholding the Code. The Code establishes clear operating principles to help students understand expected behaviors. Teachers teach and consistently reinforce the Code as part of their daily classroom program. At the beginning of the school year, class meetings will be held to provide students with opportunities to discuss and restate the Code in terms relevant to their classroom rules and routines, thus helping to make the Code their own. Parents are asked to support the Code by helping to explain its meaning and importance to their children so that they will choose to behave in an appropriate manner.

The **Code** is designed to encourage students to accept responsibility for their actions, teach students to respect the rights of others, to facilitate learning, and to promote the orderly operation of our school. The Code contains behaviors and the range in levels of consequences that will be applied for inappropriate behavior. The behaviors described are representative of the misconduct that most frequently cause disruption of the orderly education process. The list does not include all types of misconduct for which consequences will be imposed. A student, who commits an act of misconduct which is not listed in the Code, but which is nonetheless prejudicial to good order and discipline in the schools or which tends to impair the morale of good conduct of students, will be subject to the consequences deemed necessary by the authority of the Principal.

A range of disciplinary consequences, which will be imposed, follows each described act of misconduct. School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct, taking into account the following factors:

- the student's age and maturity level;
- the nature and seriousness of the infraction and the circumstances which led to the infraction;
- the student's previous disciplinary record;
- the effectiveness of other forms of discipline;
- information from parents, teachers and/or others, as appropriate;
- the student's attitude; and
- other relevant factors.

Disciplinary action and consequences will only be discussed with the parent/guardian of the child. Andrew Wilson Charter School staff will not discuss or reveal, under any circumstances, the consequences given to another child to anyone but that child's parent/guardian. The disciplinary consequences in the Code apply to all students, although special procedures must be followed in regard to disciplining students with disabilities.

Discrimination or harassment on the basis of race, color, national origin and ancestry is prohibited. The policy extends to conduct that takes place on school property, on school transportation, in all academic programs and extracurricular activities, and at school sponsored events, regardless of whether or not the events take place on school property. Discrimination or harassment covered by this policy should be immediately reported to the Principal.

Students who engage in prohibited discrimination or harassment are subject to discipline, including

suspension or expulsion. Andrew Wilson Charter School employees who engage in such discrimination or harassment are also subject to discipline, including, but not limited to, termination. In addition, Wilson Charter School will take action against third parties who engage in discrimination or harassment including escorting or banning the individual(s) involved from school property, contacting law enforcement and seeking an injunction or other legal remedy against the individual(s).

Attendance and Dress Code Policies

Students will adhere to the Andrew Wilson Charter School dress code and attendance policies at all times.

Computer Usage

AHWCS students will have access to the Edison Learning Inc. computer network. Deliberate attempts to degrade or disrupt the performance of computer systems or networks by obtaining unauthorized access, spreading computer viruses, etc, in many cases are a criminal activity and will be handled accordingly.

The Internet will be accessible to students who are appropriately trained and have parent's permission. It will be used in ways that support education and research and are consistent with the educational objective of the school. Internet access may be denied to users with prior history of computer misuse and may be revoked at anytime a student does not abide by the established guidelines set forth in the acceptable use policy.

Confidentiality of Student Information

Student discipline records shall be maintained with the same confidentiality as other student records. Staff will be notified on a "need to know" basis concerning violent behavior of students. Staff shall hold such information in the strictest confidence.

Distribution of Discipline Policy

The discipline policy (Student Code of Conduct) will be distributed to students and parents/legal guardians by printing a summary in the family handbook.

Gun-Free Schools Act

The Federal Gun-Free Schools Act of 1994, which applies to public schools, states that a student who is determined to have brought a weapon to school must be suspended for at least one calendar year. School administrators, however, may modify this suspension requirement on a case-by-case basis. "Weapon" as used in this law means a "firearm," as defined by 18 USC §8921, and includes firearms and explosives.

Possession of Electronic Devices

Students may not possess, carry, or use radios, CD players, iPods, MP3 players, cellular phones, pagers, laser-pointing devices, or other electronic devices in school or on school premises. Violations of this policy will be handled by appropriate school personnel who will release the device to the parent only.

Reporting to Local Law Enforcement Agency

The Principal or designee shall report weapons, possession of a controlled substance, any assault, sexual assault, or any behavior, which, if committed by an adult would be considered a felony.

Student's Responsibility for Items in Their Possession

Students are responsible for any contraband found in their possession. Contraband is defined as drugs, weapons, alcohol, and/or other materials deemed illegal or unauthorized under Louisiana law, federal law and/or the Student Code of Conduct.

For purposes of the Student Code of Conduct, items are deemed to be within a student's possession if the items are found in any of the following places: student's clothing (i.e. pockets, jackets, shoes, socks etc.), student's purse/book bag, student's desk, and student's locker.

Supervision of Students

All Wilson Charter School personnel are responsible for the care and supervision of students and are authorized to hold every student strictly accountable for any disorderly conduct. School employees may use reasonable and prudent physical force to restrain a student whose actions are reasonably believed to result in physical injury to any person including the student.

Trespassing and Visitors

Andrew Wilson Charter School has the right to deny access to school facilities and grounds. Student visitors will not be permitted during school hours.

Procedure for Suspensions and Expulsions of Regular Education Students

Short-Term Suspensions (30 School Days or Less)

The Principal may summarily suspend any student for up to thirty (30) school days for violation of the Student Code of Conduct. Prior to imposing the suspension, the Principal must follow the following procedures.

1. Determine whether or not the student is a special needs student. The student is a special needs student if any of the following are present:
 - Student has an I.E.P.
 - Student has a section 504 Plan or request
 - Student is in the process of being evaluated for a disability
 - Student has not yet been identified as having a disability, but is suspected of having one

If the student is not a special needs student, the Principal should proceed as discussed below. If any do not apply, refer to the section entitled "Procedures for the Suspension and Expulsion of Special Needs Students."

2. Inform the student, verbally or in writing, of the charges against him/her and give him/her the opportunity to admit or to deny the allegations;
3. If the student denies the charges, he/she must be given an explanation of the facts as known to the school personnel and an opportunity to be present his/her version before any consequences are imposed;
4. If he or she deems it necessary, the Principal may conduct a further investigation into the matter before imposing a disciplinary suspension.

In some cases, the Principal may choose to shorten the length of suspension after a parent conference or if another satisfactory solution to the problem is agreed upon.

When a child is suspended they are not allowed on school property. If a parent chooses to send their child to school on a day that their child is suspended, the parent will be notified and will be required to come IMMEDIATELY to the school to pick up the child. An additional day of suspension will be added to the child's suspension for every day they come to school when they are suspended.

Emergency Suspension

Any student who poses a continuing danger to persons or property or is an ongoing threat of disruption may be removed from the school immediately. The notice of charges, explanation of facts and a student's opportunity to present his /her version of the facts shall be provided as soon as practicable thereafter. The Principal authorizing the emergency suspension shall make reasonable efforts to inform a parent/guardian of the student as soon as possible thereafter.

Long Term Suspensions (31 or more days)

The Board may suspend students from school for a period of thirty-one (31) to one hundred-ninety-five (195) days; after the student and his/her parent/guardian have been afforded a disciplinary hearing. The Principal shall promulgate regulations setting out procedures for the disciplinary conference. For purposes of this policy, the Board of Directors may designate the Hearing Officer to act on the Board's behalf, subject to the Board's supervision.

During the conference, the student is subject to the following Due Process safeguards:

1. The student shall be given oral or written notice of the charges against him/her;
2. If the student denies the charges, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension;
3. The student shall be given an opportunity to present his/her version of the incident before any consequences are imposed. A student has the right to bring forth witnesses on his/her behalf; and
4. Prompt notification will be given to the student's parents/guardians of the administrator's actions and the reasons for such action, and the right to a hearing before the Intercultural Charter School Board of Directors. This notice shall be provided at the conclusion of the hearing or made by certified mail, addressed to the student's parents/guardians at their last address shown in school records.

STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

STUDENT RIGHTS AND RESPONSIBILITIES

The school is committed to safeguarding the rights of all students.

All students also have the right:

- To have an opportunity to take part in all school activities on an equal basis.
- To be free from discrimination based on age, race, religion, color, national origin, sex, sexual orientation, or disability in the application of federal or state laws or Board policies.
- To present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- To be informed of school rules and, when necessary, receive an explanation of those rules from school personnel.

RESPONSIBILITIES OF THE SCHOOL COMMUNITY

We live in a world that calls for rules and regulations. No society organization, group, or individual can operate successfully without them, and schools are no exception.

The responsibility for discipline begins at home. It is the parents/guardians who must provide the necessary training to help their child to operate effectively in the world. The school is a continuation of that training, and we want to reinforce what the child is learning at home. To this end we attempt to work in cooperation with the parent/guardian to create this consistency between home and school. Therefore, the parent/guardian should be aware of and reinforce school rules and policies. Cooperation between home and school is essential. School personnel are responsible for maintaining proper discipline in all school settings: classrooms, lunchrooms, hallways, etc. It is essential that teachers and staff members maintain order to provide each child with the appropriate learning environment. To this end, every student has the responsibility to treat others with respect and dignity, to come prepared for learning, to respect property of the school and individuals and to protect the safety and welfare of all students and staff.

THE CODE OF CONDUCT IS ENFORCED

- 1) On school property at all times
- 2) At all school-sponsored or approved events or activities on or off campus
- 3) In a motor vehicle being used for a school-related purpose

Each student is a citizen who must act in accordance with expected standards of behavior. When students do not act in a manner that meets the standards of the culture that we strive to create daily, Raise Responsibility Assertive Discipline (RRAD) is enforced. RRAD method is founded on self-reflection, self-evaluation, and behavior internalization, which guide students in making responsible choices. Because students are taught to use these tools to assess and redirect themselves, RRAD discourages the use of punishments and rewards. Appropriate behaviors are recognized and commended through praise, while inappropriate behaviors are seen as an opportunity to teach. The program's goal is to encourage students to behave responsibly because it is the "right" thing to do. This goal is reached by effective questioning, reflection sheets (essays), modeling, and reinforcing appropriate behaviors.

The following consequences for student behavior are not administered as punishment, but as a method to encourage students to see that their choices of behavior have consequences. Children should learn positive behavior has positive consequences and negative behavior has negative consequences. It is not the staff at Andrew Wilson Charter School who chooses the disciplinary actions taken. The choice is the student's alone based on his/her actions.

DISCIPLINARY PROCEDURE: ACTIONS AND RECOMMENDATIONS

There are several types of disciplinary actions taken when a student violates school policy. The school policies have been created by the School Board of Education and governing rules of all schools in the state of Louisiana. Ultimately this will ensure a safe environment conducive to learning. The school actions have a range of penalties. Administration has the right and a responsibility to invoke any of the following disciplinary measures necessary to ensure the positive operation of the school. A disciplinary report will be sent to a parent/guardian when a formal disciplinary consequence is taken.

Warnings: Warnings can be given by any authorized school personnel witnessing the infraction.

CLASSROOM TEACHER'S DISCIPLINE GUIDELINES

These will be the actions taken by the classroom teacher to encourage the student to decide against similar action in the future. They include, but are not limited to:

Step 1: Remind and Redirect (This includes a verbal and nonverbal warning)

Step 2: Language of Choice (Choose, Pick, Decide)

Step 3: Classroom Time Out (Think It Through Sheet)

Step 4: Re-Include the Student

Step 5: Phone call home to parent

Step 6: If the student continues to behave inappropriately, the student will be sent to the Lead Teacher to complete a second Reflection Sheet and Parent Conference Scheduled

Step 7: Teacher will complete a disciplinary referral including all previous steps taken. Principal will make the disciplinary decision

Principal's Discretion: For most students, a violation of a school rule is a rare action; being told not to do something is motivation enough to assure future compliance. This step may include communication home. If the problem continues or is of a severe nature, the following steps are initiated. **The principal reserves the right to use her judgment as to the circumstances and severity of the behavior when setting the consequences for any infraction.**

Discipline Referral: This is a formal means of communication home, written to make a parent aware of his/her child's behavior at school. A discipline referral will have a set consequence following the sequences laid out for each violation. **Parents are to return the signed slip to school, acknowledging receipt of the slip.**

DETENTION SEARCH AND SEIZURE

Property assigned to students and staff by the school, including lockers, desks, computers and other storage places, remains the property of the School. It is also important to note that students have no expectation of property in the electronic communication they engage in, including instant messaging. Students and staff have no reasonable expectation of privacy with respect to these places and School officials retain complete control over them. Student and staff lockers, desks, computers and other school storage places may be subject to search at any time by School officials, without prior notice and without the student or staff member's consent.

NOTICE TO STUDENTS AND STAFF

Lockers, desks, computers and other storage places are the property of the School and School officials retain complete control over these areas. Students and staff have no reasonable expectation of privacy in these places. School authorities may search lockers, desks and other storage areas at any time, without prior notice and without the student or staff member's consent.

The Board authorizes the Principal or his/her designee to conduct searches of students and their belongings if there is a reasonable suspicion that the search will result in evidence that the student violated the law, School policy or the Code.

Before searching a student or the student's belongings, the authorized School official should question the student regarding whether he/she possesses physical evidence indicating that he/she violated the law, School policy or the

Code, and attempt to obtain voluntary consent to the search from the student. If consent is not obtained, but reasonable suspicion exists, the search may proceed. Searches will be limited to the extent necessary to locate the evidence sought. In the event the search reveals evidence-giving rise to reasonable suspicion of other violation(s), the search may proceed both with respect to the original violation and with respect to the other violation(s). School authorities may confiscate and retain evidence that is discovered.

The Principal or his/her designee may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

Realizing the intrusive nature of a search which requires a student to remove any clothing, other than outer clothing (i.e., a coat or jacket), such searches by school officials are strictly prohibited in the absence of the belief that failure to conduct an immediate search poses an imminent danger to health or safety. If the Principal believes that such a search is necessary, the Principal will notify the appropriate law enforcement authorities and will have the search conducted by those authorities unless it is believed that to wait for the arrival of those authorities would place person(s) or property at risk of substantial harm.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Expulsion

See Recovery School District Policy (Page 40)

Short Term Suspension:

Short- Term Suspension: A short-term suspension is the denial of a student's right to attend school to attend or participate in a selected activity or class, be present on school ground, or attend any or a selected function for a period not to exceed ten (10) school days.

When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student and parent shall be informed of the charges either verbally or in writing, by the responsible administrator. The parent and students have the opportunity to respond to the charges prior to the imposition of any suspension. If the student denies the allegations, the school administrator shall explain to the student the evidence against him/her and allow the student an opportunity to present his/her explanation of the incident. If under the circumstances immediate exclusion of the student from school is necessary because the student's presence endangers persons or property and/or threatens disruption of the academic process, the opportunity for the students to meet with the administrator and respond to the charges shall be provided promptly following the exclusion. The administrator may specify that the suspension is one pending a formal hearing before the building principal and hearing officer upon recommendation for expulsion or suspension longer than ten (10) days.

Should the school administrator determine that there is justification to suspend the student, the student will be informed of that decision and an attempt will be made to contact the parent or guardian of the student and to provide verbal notice of such decision immediately.

Written confirmation of the decision to suspend shall be promptly provided to the parent or guardian of the student by the building administrator. This notice is to include the length of the suspension, any special conditions relating to the suspension, and the right of the parent/guardian to meet with the administrator concerning the suspension.

The parent and/or guardian may appeal the suspension to the building Principal or his/her designee only after a scheduled conference with the school administrator imposing the suspension. Any such appeal must be initiated within twenty-four (24) hours following the discussion with the school administrator imposing the suspension.

Suspension for More Than Ten (10) School Days

Long Term Suspension: A long-term suspension is the denial of a student's right to attend school, be present on school grounds or attend any school function for a period in excess of ten (10) school days.

When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten (10) school days, the recommendation shall be forwarded to the building Principal for review and presentation to a hearing officer. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days if the administrator first determines that the student's continued presence endangers persons or property and/or threatens disruption of the academic process.

Re-Entry Conference

Any student suspended from Andrew Wilson Charter School must participate in a re-entry conference upon return to school. This re-entry conference must include the parent/guardian, student, referring teacher or employee, and building administrator. **No student will be allowed to return from suspension without this re-entry conference.**

DISCIPLINE VIOLATIONS AND CONSEQUENCES

It is not possible nor is it intended to identify all infractions that may occur. What follows is a list of certain violations and disciplinary results:

Andrew Wilson Charter Schools' Attendance Policy states:

R.S. 17:233 (C), relative to school attendance; to provide for the circumstance under which a student shall be considered habitually absent or tardy; to require a student's parent or legal guardian to enforce school attendance; to impose penalties upon the parents or legal guardians of students in certain grades who are habitually absent or tardy.

Cases of habitual absence or tardiness are referred to juvenile or family court.

B. (1) (a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by school personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

- (b) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.
- (c) The principal of the school, or designee, shall notify the parent or legal guardian in writing Upon a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with the student's parent or legal guardian. The parent or legal guardian shall sign a receipt for such notification.
- (d) The parent or legal guardian of any student in Kindergarten through grade eight who is considered habitually absent or habitually tardy pursuant to the provisions of this Section shall be in violation of the provisions of Subparagraph (b) of this Paragraph and shall be punished as follows:
 - (i) A first offense shall be punishable by a fine of not more than fifty dollars or the performance of not less than twenty-five hours of community service.

- (ii) Any subsequent offense shall be punishable in accordance with R.S. 17:221 (A)(2) which stipulates fines of up to \$250 and/or 30 days in jail. Referrals to Child Protection, the District Attorney's Office and/or Family Court may also be made in cases where children are habitually absent.

C. The term "tardy" shall include leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day.

Absences for Religious Instruction:

1. Upon signed request of a student's parent absences will be excused for religious holidays and beliefs or religious instruction.

Late Arrivals and Early Dismissals

In order to benefit from the educational program of Andrew Wilson Charter School, it is necessary for a student to be in attendance throughout the school day. However, from time to time compelling circumstances require that a student be late to school or dismissed before the end of the school day. The parent shall provide written notice upon tardiness of student, which should state the reason for the tardiness or the early dismissal. quarter:

Late Pick-up and Early Drop-Off Referral:

Parents who bring students to school prior to 7:45 a.m. or do not pick up children after school **within 15 minutes of dismissal time**, are subject to the following:

1. Verbal Warning
2. Written Warning
3. Additional action pursuant to Board Policy

School Violations and Established Consequences

Electronic Devices

Electronic devices such as but not limited to beepers, pocket pagers, cell phones, compact disc players, game boy's, etc., are not allowed in school. Such violations will be handled as follows:

First occurrence	Conference/confiscation/return item to parent
Second occurrence	Conference/confiscation/return of item to parent at the end of the academic school year

Book/Gym/Duffel Bags/Coats/Purses

When entering the school, students are to place all book bags, duffel bags, coats, purses, and any other such items in their classrooms. Such violations will be handled as follows:

Classroom Teacher's Discipline Strategies	
First occurrence	Classroom Teacher's Discretion
Second occurrence	Confiscation and return
Third Occurrence	Confiscation and return at the end of the year
Fourth Occurrence	Two (2) day suspension/House FASST
Fifth occurrence	Three (3) day suspension/Core FASST

Hallway and Dining Hall Rules

Failure to follow Dining Hall and Hallway procedures will result in the following:

First occurrence	Warning
Second occurrence	Consequence
Third occurrence	Discipline Referral/Phone call to parent
Fourth occurrence	One day suspension
All other occurrences	Three day suspension

Closed Campus Policy Violation

Under closed campus policy, students are to remain on campus for the entire school day unless leaving for reasons of illness, appointments, etc. Students are to immediately enter the building upon arrival; upon dismissal, students are to leave school unless they have proper authorization to stay. Parents must check their child out in the main office for early dismissals.

Students who are referred for violation for this procedure will be subject to the following.

First occurrence	Three (3) day suspension and parent notification
Second occurrence	Five (5) day suspension and parent notification
Third occurrence	Immediate suspension from school and a scheduled disciplinary hearing for removal from the Wilson Charter School.

Trespass, Loitering

A student shall not be on school property or in the school building except to participate in the educational process of the school, nor shall a student loiter in the school building, hallways, classrooms, bathrooms, etc. Students who are referred for violation for this procedure will be subject to the following.

First occurrence	Warning
Second occurrence	Warning and phone call to parents
Third occurrence	One (1) day suspension
Fourth occurrence	One (1) day suspension

Eating Snacks and Gum Chewing

Food, soda/colas, and candy are not allowed at School except as part of staff supervised activities. Failure to comply will result in the following disciplinary actions:

First occurrence	Discarding of object and warning
Second occurrence	Discarding of object and phone call to parents
Third occurrence	Discipline Referral and conference with parents
Fourth occurrence	One (1) day suspension

Failure to Have a Hall Pass

All students should have a hall pass when moving through the hallways without teacher supervision. Failure to comply will result in the following:

First occurrence	Warning
Second occurrence	Consequence and phone call to parents
Third occurrence	Discipline Referral and conference with parents
Fourth occurrence	One (1) day suspension

Disruption of The Learning Environment

A student shall not by any type of conduct (violence, force, noise, coercion, intimidation, fear, passive, resistance, etc. cause the disruption, disturbance, or obstruction of any school function, activity, or event. He /she shall also not engage in any such conduct if disruption or obstruction is reasonably likely to occur. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction. Failure to comply will result in the following:

Classroom Teacher's Discipline Strategies	
Second occurrence	Warning and phone call to parents
Third occurrence	Discipline Referral and conference with parents
Fourth occurrence	One (1) day suspension
Fifth Occurrence	Two (2) day suspension/House FASST
Sixth occurrence	Three (3) day suspension/Core FASST

Possession of Items That Disrupt the Learning Environment

Items and paraphernalia that are disruptive to the educational process may not be brought into the school building. Violations will be handled as follows:

First occurrence	Conference with student and confiscation/ return item to parent
Second occurrence	Conference with student and confiscation/ return item at the end of the academic school year
All Other Occurrences	One (1) day suspension/ parent conference/ return item at the end of the academic school year

Disrespect

Students are expected to treat each other in a respectful manner. Speaking to any member of the school community in a discourteous, insulting, or profane manner will not be tolerated. Violations will result in the following:

Classroom Teacher's Discipline Strategies	
First occurrence	Consequence
Second occurrence	Discipline Referral and parent conference
Third Occurrence	One (1) day suspension
Fourth Occurrence	Two (2) day suspension/House FASST
Fifth occurrence	Three (3) day suspension/Core FASST

Insubordination or Failure to Comply

Students shall not be insubordinate or fail to comply with instructions and directions of school employees (including substitute teacher and student teachers), volunteers or persons acting in a chaperone or supervisory capacity. Failure to comply will result in the following:

Classroom Teacher's Discipline Strategies	
First occurrence	Discipline Referral
Second occurrence	Discipline Referral and parent conference
Third Occurrence	One (1) day suspension
Fourth Occurrence	Two (2) day suspension/House FASST
Fifth occurrence	Three (3) day suspension/Core FASST

Public Display of Affection

Public display of affection is inappropriate in the Wilson Charter School environment. Violation of such rules will result in the following:

First occurrence	Warning and parent notification
Second occurrence	Two (2) day suspension and parent notification
Third Occurrence	Three (3) day suspension and parent notification
Fourth Occurrence	Five (5) day suspension and parent notification
Fifth occurrence	Immediate suspension and scheduled hearing for expulsion

Indecency

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior. This includes obscenity, indecent exposure, or the use of language in verbal or written form, in picture, gestures, or the possession or distribution of pornographic material, which are offensive to the general standards of the school. Violations of such rules will result in the following:

First occurrence	Two (2) day suspension and parent notification
Second occurrence	Three (3) day suspension and House FASST
Third Occurrence	Five (5) day suspension and Core FASST
Fourth Occurrence	Five (5) day suspension and scheduled hearing for expulsion

Dishonesty and Cheating on School Work

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, and ideas and or thoughts of another and represent it as one's own work. Violations of such rules will result in the following:

Classroom Teacher's Discipline Strategies	
First occurrence	Referral and phone call
Second occurrence	Referral and parent conference
Third Occurrence	One (1) day suspension and House FASST
Fourth Occurrence	Two (2) day suspension and Core FASST

Suspended Student on Property or Attending School Activities

A student, while on suspension, shall not enter onto the school property without the permission of a school administrator. A student, while on suspension, shall not participate in or attend any school related activity, function, or event held on or off of the school property without permission or a building administrator. Violations of such rules will result in the following:

First occurrence	Two (2) day suspension and parent notification
Second occurrence	Three (3) day suspension and parent notification
Third Occurrence	Five (5) day suspension and recommendation for expulsion

Damage of Property/Theft/Unauthorized Possession of Property Belonging to Others

A Student shall not intentionally cause or attempt to cause damage to school property or the property of another person. A student shall not steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person. Failure to comply will result in the following:

All occurrences	Parent notification /possible police notification
First occurrence	Two (2) day suspension and parent notification
Second occurrence	Three (3) day suspension and parent notification
Third Occurrence	Five (5) day suspension and recommendation for expulsion

Threatening or Bullying Students

Intimidating, bullying, or interfering with other students by threats of violence or physical harm is prohibited.
Violations will result in the following:

First occurrence	Warning Parent notification
Second occurrence	Discipline referral and parent notification
Third occurrence	Three (3) day suspension/ parent notification
Fourth occurrence	Five (5) day suspension and recommendation for expulsion

Threats

Students making bomb threats, false alarms, or similar threats that place the safety of students/staff at risk will not be tolerated. This includes pulling the school fire alarm. Such violations will be handled as follows:

First occurrence	Three (3) day suspension and parent notification
Second occurrence	Five (5) day suspension and recommendation for expulsion

Physical Contact

A student may not hit, push, trip, or shove another student. Such physical conduct will be handled as follows:

First occurrence	One (1) day suspension / Parent notification
Second occurrence	Two (2) day suspension / Parent notification
Third occurrence	Three (3) day suspension / Parent notification
Fourth occurrence	Five (5) day suspension / recommendation for expulsion

Physical Contact That May Cause Bodily Harm

A student may not bite spit on or engage in any behavior with another student that may cause bodily harm. Such physical conduct will be handled as follows:

First occurrence	Two (2) day suspension and parent notification
Second occurrence	Three (3) day suspension and parent notification

Third occurrence	Five (5) day suspension and recommendation for expulsion
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Fighting

A physical altercation resulting in pushing, shoving, or exchanging of blows to another student will not be tolerated. Such physical conduct will be handled as follows:

First occurrence	May be sent home on the day of the fight/ Two (2) day suspension and parent notification
Second occurrence	May be sent home on the day of the fight/ Three (3) day suspension and parent notification
Third occurrence	May be sent home on the day of the fight/ Five (5) day suspension and parent notification / Recommendation for expulsion

Harassment

Harassment of any type including hazing and discriminatory harassment of a student is prohibited. A student shall not engage in un-welcomed sexual advances, requests for sexual favors, or other verbal or physical conduct relating to a person’s sex, race, color, national origin, religion, height, weight, or disability. Any such behavior will be treated as follows:

First occurrence	Principal’s discretion/ Five (5) day suspension / parent notification to expulsion
Second occurrence	Recommendation for expulsion

Physical Assault

A student shall not physically assault another student, a person employed by or engaged as a volunteer or contractor of the school (including substitute and student teachers). Physical assault is defined as intentionally causing or attempting to cause harm to another through force or violence. Such violations will be handled as follows:

Suspension with recommendation for expulsion

Verbal Assault

Verbal assault at school directed against school employees, volunteers, contractors, or other authorized personnel will not be tolerated. Verbal assault is considered any communication that, by its nature poses a serious threat to the safety or well being of others. Such violations will be handled as follows:

First occurrence	Three (3) day suspension/parent notification
Second occurrence	Five (5) day suspension/ parent notification
Third occurrence	Five (5) day suspension and recommendation for expulsion

Striking or Threatening School Personnel

Intimidating school personnel or interfering with administrator or teachers by force, violence, or threat of violence is prohibited and will be handled as follows:

All occurrences: Immediate suspension from school with recommendation for hearing and expulsion

Look-a-Like Weapons

A student shall not possess, handle, or transmit any object or instrument that is a “look a like weapon or instrument (e.g. starter pistol, rubber knife, toy gun, etc). Such violations will be handled as follows:

First occurrence	Five (5) day suspension and parent notification
Second occurrence	Ten (10) day suspension and recommendation for hearing and expulsion

Weapons

A weapon includes conventional objects like guns, pellet guns, knives, or club type instruments. It may also include any toy that is presented as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent expulsion. It will make no difference as to whether the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his or her knowledge. If it can be confirmed that a student other than the student who possessed the weapon, then that students shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of one (1) year if he or she brings onto, or has in his or her possession, on school property or at a school related activity any of the following:

- a. Any explosive, poisonous gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into a destructive item.
- b. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- c. Any similar object that is intended to invoke bodily harm or fear of bodily harm.
- d. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on.

Violation may subject a student to expulsion.

Dress Code

Teachers will refer students to the administration upon violations of the School Dress Code. The process for discipline management of such violations will be as follows:

First occurrence	Change immediately or be sent home
Second occurrence	Change immediately or be sent home scheduled conference with parents
Third Occurrence	Change immediately or be sent home and one (1) day suspension

If the administration is unable to contact or notify the parent/guardian the one (1) day suspension will be imposed and the parent/guardian will be notified in writing immediately.

Persistent Disobedience

When a student reaches Ten (10) days of suspension, he or she will be scheduled for a hearing and expulsion from the Wilson Charter School.

Lockers/ Cubbies

Students are expected to maintain and use their assigned locker/storage spaces appropriately. Lockers or storage spaces are the property of Wilson Charter School to be loaned to students for their use in storing personal belongings and instructional materials. Andrew Wilson Charter School retains exclusive control of the lockers and

periodic general locker inspections could be conducted for any reason at any time without notice or consent or a search warrant. Students have no right to expect privacy regarding the contents of lockers/cubbies.

False Fire Alarm/Arson:

A student shall not cause to occur a false fire alarm within any school building or vehicle. A student engaging in such conduct shall be reported to the police Department in addition to being subject to disciplinary action under this policy.

Bomb Threats:

A student shall not make a bomb threat (by telephone or other means) nor threaten the safety of staff and students in a school building, on school grounds or in a school vehicle. A student engaging in such conduct shall be suspended, recommended for expulsion, and reported to the police department.

In addition to the compilation of inappropriate behaviors and a menu of consequences, the Andrew Wilson Charter School has also created a minimum and maximum level of consequences for each infraction. This range allows the administrator the flexibility to take into consideration any mitigating circumstances surrounding the infraction. The Principal reserves the right to use discretion in selecting a consequence based on the seriousness of the infraction.

STUDENTS WITH A DISABILITY OR SUSPECTED OF HAVING A DISABILITY

If a student violates the School's Code and is being considered for a suspension or removal, the School must ensure the following due process protections are provided to the student and to the student's parent(s). For suspensions of five school days or less, the student's parent(s) or guardian must be provided with a written notice, and a follow up telephone call if possible, within 24 hours of the incident leading up to the suspension which describes the basis for the suspension and explains that the parent or guardian has the right to request an informal conference with the Principal and appropriate staff to discuss the incident and question any complaining witness against the student. For suspensions in excess of five consecutive school days, the student's parent(s) or guardian must be provided with a written notice which indicates that the School proposes to suspend the student from school in excess of five consecutive school days, describes the basis for the proposed suspension, explains that the student has an opportunity for a fair hearing conducted by the Principal or designated officer of the Principal at which the student will have a right to question any witnesses accusing him/her of committing the misconduct charge and to present witnesses on his/her behalf. Where possible, notification must also be provided by telephone. For any student of compulsory school age, the school must provide alternative education to the student during the suspension.

Additional procedures and protections that apply to students with disabilities include:

- The provision of a free and appropriate education to students who are suspended or removed for disciplinary reasons for more than ten school days in a school year, this may include a teacher going to the student's home or the student coming to the school after the scheduled school day to receive the required instruction according to the Individualized Educational Program (IEP);
- The responsibility of schools to address behaviors that result in suspensions or removals for more than ten school days in a school year (functional behavioral assessment and behavioral intervention plans);
- The determination of the relationship between the behavior and the student's disability when a suspension or removal would result in a disciplinary change of placement (manifestation determination);
- Providing the parent of the student a copy of the procedural safeguards notice (special education rights) whenever a disciplinary action will result in a disciplinary change in placement which is a removal for more than 10 consecutive school days;
- An expedited process to resolve disagreements between parents and schools regarding certain disciplinary actions;
- Protections for students who are not classified when a parent asserts that the school had knowledge, prior to the behavior that resulted in the disciplinary action, that the student was a student with a disability;
- Expedited evaluations of students suspected of having a disability during the time the student is suspended.

The School has the authority to suspend or remove students with a disability to interim alternative educational settings for up to 45 days for offenses relating to illegal drugs, controlled substances, weapons, or where the student represents a safety concern. In instances when the School maintains that it is dangerous for a student to remain in his current educational placement, the school can seek an expedited due process hearing to move the student to an interim setting. The School can remove a student with a disability from his or her current placement when necessary, even though the student had previously been removed earlier in the school year, as long as the removal does not constitute a disciplinary change in placement.

In addition to the discipline procedures applicable to all students, the following procedures are applicable to students with disabilities [A student not specifically identified as having a disability but whose school district of residence or charter school, prior to the behavior which is the subject of the disciplinary action, has a basis of knowledge—in accordance with 34 CFR 300.527(b)—that a disability exists may request to be disciplined in accordance with these provisions.]. The School shall comply with sections 300.519-300.529 of the Code of Federal Regulations (CFR) and the following procedures, except that in the event that the following procedures are inconsistent with federal law and regulations, such federal law and regulations shall govern.

The School shall maintain written records of all suspensions and expulsions of students with a disability including the name of the student, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days a student has been suspended or removed for disciplinary reasons.

Students for whom the IEP includes a Behavior Intervention Plan (BIP) will be disciplined in accordance with the BIP. If the BIP appears not to be effective or if there is a concern for the health and safety of the student or others if the BIP is followed with respect to the infraction, the matter will be immediately referred to the Individualized Educational Program Team (IEP Team) for consideration of a change in the guidelines.

If a student identified as having a disability is suspended during the course of the school year for a total of eight days, such student will immediately be referred to the IEP Team for reconsideration of the student's educational placement. Such a student shall not be suspended for a total of more than ten days during the school year without the specific involvement of the IEP Team prior to the eleventh day of suspension, because such suspensions may be considered to be a change in placement.

In considering the placement of students referred because of disciplinary problems, the IEP Team is expected to follow its ordinary policies with respect to parental notification and involvement.

The IEP Team shall meet within seven days of notification of any of the following:

- The commission of an infraction by a student with a disability who has previously been suspended for the maximum allowable number of days.
- The commission of any fraction resulting from the student's disability.
- The commission of any infraction by a disabled student, regardless of whether the student has previously been suspended during the school year if, had such infraction been committed by a non-disabled student, the Principal would seek to impose a suspension in excess of five days.

The Charter School shall ensure that when the suspension or removal of a student with a disability will constitute a disciplinary change of placement, the IEP Team will be immediately notified so that the IEP Team can meet its required obligations to:

- Convene an IEP Team meeting within 10 school days to make a manifestation determination.
- Convene an IEP Team meeting within 10 business days to develop a plan to conduct a functional behavioral assessment or review an existing functional behavioral assessment or behavioral intervention plan.
- Provide the student's parent with a copy of their procedural due process rights.
- Work closely with the IEP Team in determining educational services or the interim alternative educational setting that would ensure the provision of the requirements of a free and appropriate public education (FAPE).

PROVISION OF SERVICES DURING REMOVAL

Those students removed for a period fewer than ten days will receive all classroom assignments and a schedule to complete such assignments during the time of his or her suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension. The School also shall provide additional alternative instruction with the reasonable promptness and by appropriate means to assist the student, so that the student is given full opportunity to complete assignments and master curriculum, including additional instructions, phone assistance, computer instruction and/or home visits and one-on-one tutoring.

During any subsequent removal that, combined with previous removals equals ten or more school days during the school year, but does not constitute a change in placement, services must be provided to the extent determined necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. In these cases, school personnel, in consultation with the child's special education teacher, shall make the service determination.

During any removal for drug or weapon offenses [pursuant to 34 CFR §300.520(a)(2)] services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the

goals of his or her IEP. These service determinations will be made by the IEP Team. The School will place students in interim alternative educational settings as appropriate and mandated by 34 CFR §300.520(a)(2).

During any subsequent removal that does constitute a change in placement, but where the behavior is not a manifestation of the disability, the services must be provided to the extent necessary to enable the student to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. The IEP Team will make the service determination.

IEP TEAM MEETINGS

Meetings of the IEP Team to either develop a behavioral assessment plan or, if the child has one, to review such plan are required when: (1) the child is first removed from his or her current placement for more than ten school days in a school year; and (2) when commencing a removal which constitutes a change in placement.

Subsequently, if other removals occur which do not constitute a change in placement, the school will work with the IEP Team to review the child's assessment plan and its implementation to determine if modifications are necessary. If one or more members of the IEP Team believe that modifications are needed, then the IEP Team is expected to meet to modify the plan and/or its implementation.

School ensures the special education coordinator or special teacher, and the general classroom teacher, will attend all meetings regarding their students initiated by the IEP Team. These meetings could be relating to the development and implementation of behavioral intervention plans, initial referrals, change in service, or annual reviews, etc.

DUE PROCESS

Any time a student with a disability engages in behavior that may require disciplinary action a Functional Behavioral Assessment (FBA) is conducted and a decision is made as to the BIP. These procedures are followed each time to ensure that when a behavior incident occurs that a suspension or removal of a student with a disability does not constitute a disciplinary change in placement, and that the student is not suspended or removed for behaviors related to the student's disability as determined by the IEP Team and other qualified individuals.

If discipline which would constitute a change in placement is contemplated for any student, the following steps shall be taken: (1) not later than the date on which the decision to take such action is made, the parents of the student with a disability shall be notified of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) immediately, if possible, but in no case later than ten school days after the date on which such decision is made, the IEP Team and other qualified personnel shall meet and review the relationship between the child's disability and the behavior subject to the disciplinary action.

- If, upon review, it is determined that the child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability, except as provided in 34 CFR §300.121(d), which relates to the provision of services to students with disabilities during periods of removal.
- Parents may request a hearing to challenge the manifestation determination. Except as provided below, the child will remain in his or her current educational placement pending the determination of the hearing.
- If a parent requests a hearing or an appeal to challenge the interim alternative educational setting or the manifestation determination resulting from a disciplinary action relating to weapons or drugs or safety, the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in the disciplinary action, whichever occurs first, unless the parent and School agree otherwise.

RECOVERY SCHOOL DISTRICT EXPULSION POLICY

AHWCS follows Recovery School District (“RSD”) Expulsion Policy set forth below. To the extent there are any conflicts between the discipline provisions stated above in this handbook and the RSD Policy, the RSD policy shall govern.

The State Board of Elementary and Secondary Education (BESE) and the Recovery School District are committed to ensuring that recommendations for the expulsion of students and the expulsion procedures set forth in La. R.S. 17:416 are applied uniformly to all students attending a school under the jurisdiction of the Recovery School District.

The provisions of this RSD Policy shall not be construed to conflict with any federal or state rules or regulations or other guidelines affecting special education students as defined in La. R.S. 17:1943 et seq.

I. Definitions

- A. Charter Operator – the entity that has entered into a Charter Contract with the State Board of Elementary and Secondary Education to operate a Type 5 charter school under the jurisdiction of the Recovery School District.
- B. Expulsion – a removal from all regular school settings for a period of not less than one school semester, unless otherwise specifically provided or defined as a permanent expulsion and except as otherwise provided by R.S. 17:416(B) or (C).
- C. Expulsion Hearing – a hearing wherein school official(s) and the student and parent(s) of the student recommended for expulsion are allowed to present evidence and testimony regarding the behavior(s) that resulted in the student being recommended for expulsion.
- D. Expulsion Hearing Decision – the decision rendered by the Charter Operator following a hearing, which identifies the evidence presented, issues, findings of fact, basis of determination, finding, and decision.
- E. Expulsion Recommendation Form – the notice provided to a parent/tutor/guardian, which contains the specific reasons for the suspension and recommended expulsion, the time, date and place of the Expulsion Hearing, and a notification of the right to view and to request, in writing, a copy of any information to be presented by the school at the Expulsion Hearing.
- F. Firearm – the terms has the same meaning as given in 18 U.S.C. 921(a). It means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. A destructive device means any explosive, incendiary or poison gas (1) bomb; (2) grenade; (3) rocket having a propellant charge of more than four ounces; (4) missile having an explosive or incendiary charge of more than one-quarter ounce; (5) mine or (6) any device similar to any of the devices described in the preceding clauses.
- G. Hearing Officer – the individual designated by the Charter Operator to conduct an Expulsion Hearing and render an Expulsion Hearing Decision.
- H. Possession – the exercise of dominion or control over a thing or substance even though not in a person’s physical dominion or control, a thing or substance is subject to his dominion or control; joint

possession occurs when a thing or substance is in the physical custody or another person who willfully and knowingly shares with the other the right to control the thing or substance.

- I. Weapon – any object which, under the circumstances, may be used to inflict bodily injury or damage to property.

II. Recommended Expulsion Hearing Option

Any student after being suspended for committing any of the offenses cited in La. R.S. 17:416 may be expelled, upon recommendation by the principal of the charter school in which the student is enrolled if the conduct is serious or persistent. The principal or other appropriate administrator must make the disciplinary determination on the basis of the severity of the misconduct and the previous record of behavior.

III. Recommendation for Expulsion and Mandatory Expulsions

The following conduct requires a principal or designee to suspend the student and to recommend expulsion. The Charter Operator shall determine whether such student is guilty of the conduct and shall take appropriate action. The Charter Operator may not assign a lesser punishment for conduct mandating expulsion, as provided by law and as set forth herein.

A. Carrying or Possessing a Firearm or Another Dangerous Instrumentality

1. A student found carrying or possessing a firearm or another dangerous instrumentality on school property, a school bus, or a school-sponsored event shall be immediately suspended and recommended for expulsion. La. R.S. 17:416(B)(1)(b)(i).
2. Any student found guilty of bringing or being in possession of a firearm on school property, a school bus, or a school-sponsored event, following a hearing, shall be expelled from school for the minimum period as set forth in law and shall be referred to the district attorney for appropriate action. La. R.S. 17:416(C)(2)(a)(i), (b)(i), (c)(i) and 20 U.S.C. Section 7151.
3. Under the above circumstances, students with disabilities shall be disciplined under Louisiana's Regulations for Implementation of Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.
4. The suspension and expulsion provisions in reference to the possession of a firearm shall not apply a student carrying or possessing a firearm for the purposes of involvement in a school class or course or school approved co-curricular or extracurricular activity or any other activity approved by the appropriate school officials. La. R.S. 17:416(B)(1)(c)(i).
5. Notwithstanding the provisions of this policy, school officials shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions for possession by a student of a firearm on school property when such firearm is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm in a criminal manner. La. R.S. 17:416(F).

B. Carrying or Possessing a Knife

1. No student shall be permitted to carry or possess a knife of any blade length on school property, a school bus, or a school-sponsored event, unless the student is carrying or possessing a knife for the purposes of involvement in a school class or course or school approved co-curricular or

extracurricular activity or any other activity approved by the appropriate school officials. La. R.S. 17:416(B)(1)(b)(ii).

2. A student who is found carrying or possessing a knife with a blade of less than two inches in length on school property, a school bus, or a school-sponsored event may be suspended by the school principal; expulsion for such an offense is not mandated. La. R.S. 17:416(B)(1)(b)(ii)(bb).
3. A student eleven (11) years of age or older in grades sixth through twelfth who is found carrying or possessing a knife the blade of which equals or exceeds two inches in length on school property, a school bus, or a school-sponsored event shall be immediately suspended and recommended for expulsion. If found guilty following a hearing, such student shall be expelled. La. R.S. 17:416(B)(1)(b)(ii)(cc).
4. A student less than eleven (11) years of age in grades pre-kindergarten through fifth who is found carrying or possessing a knife the blade of which equals or exceeds two inches in length on school property, a school bus, or a school-sponsored event may be recommended for expulsion, but such is not required. La. R.S. 17:416(B)(1)(b)(ii)(cc).
5. Under the above circumstances, students with disabilities shall be disciplined under Louisiana's Regulations for Implementation of Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.
6. The suspension and expulsion provisions in reference to the possession of a knife shall not apply a student carrying or possessing a knife for the purposes of involvement in a school class or course or school approved co-curricular or extracurricular activity or any other activity approved by the appropriate school officials. La. R.S. 17:416(B)(1)(c)(i).
7. Notwithstanding the provisions of this policy, school officials shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions for possession by a student of a knife on school property when such knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the knife in a criminal manner. La. R.S. 17:416(F).

C. Possessing, Distributing, Selling, Giving or Loaning Any Controlled Dangerous Substance

1. A student who possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form shall be immediately suspended and recommended for expulsion. La. R.S. 17:416(B)(1)(b).
2. Any student, 16 years of age or older, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event following a hearing shall be expelled from school for the minimum period set forth in law. La. R.S. 17:416(C)(2)(a)(ii).
3. Any student who is under 16 years of age and in grades six through twelve and who is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event following a hearing shall be expelled from school for the minimum period set forth in law. La. R.S. 17:416(C)(2)(b)(ii).
4. Any student in kindergarten through grade five who is found guilty of possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug or other controlled substance on school property, on a school bus, or at a school-sponsored event following a

hearing shall be referred to the Charter Operator through a recommendation for action by the Charter School Principal or designee. La. R.S. 17:416(C)(2)(c)(ii).

5. Under the above circumstances, students with disabilities shall be disciplined under Louisiana's Regulations for Implementation of Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.
6. The suspension and expulsion provisions in reference to the possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug or other controlled substance shall not apply to a student possessing any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law that has been obtained directly or pursuant to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his person at all times when in possession of any controlled dangerous substance which shall be subject to verification. La. R.S. 17:416(B)(1)(c)(ii).

D. Student Suspended on Three Occasions

Any student who has been suspended on three occasions for committing any of the offenses as set forth in La. R.S. 17:416, during the same school year, shall on committing the fourth such offense be expelled until the beginning of the next regular school year and the student's reinstatement shall be subject to the review and approval of the Charter Operator. La. R.S. 17:416(B)(2).

E. Conviction of a Felony

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, which had it been committed by an adult would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the Charter Operator. The expulsion requires the vote of two-thirds of the members of the Charter Operator and such decision cannot be delegated to its designee. La. R.S. 17:416(D).

IV. Expulsion Procedures

- A. Proceedings for expulsion shall commence when an offense for which expulsion is warranted is alleged or when a student has received more than three (3) suspensions as set forth in R.S. 17:416(B)(2).
- B. Statements taken from students who may have witnessed any event for which disciplinary action is being considered should be in the student's handwriting and signed and dated by the student. If a student is willing only to give an anonymous handwritten statement, the principal or designee should certify at the end of the student's statement that it was given under the condition of anonymity. If a student will only give an oral anonymous statement or if the student is not capable of writing, a brief summary of the statement should be included with the individual taking the statement certifying that the version of the statement given is accurate and the student would only give the statement if s/he could remain anonymous or that the student cannot write. Recorded statements may be taken with the student identifying him/her self on the recording. If a student will only give a recorded statement by remaining anonymous, the principal or designee will so state at the beginning of the recording. A brief written report should be prepared which would include the following:
 1. The principal's or designee's conclusions as to how/when/where/why the incident occurred, who was involved, who was at fault, in whole or in part, and the penalty imposed or recommended; and,
 2. The evidence on which the conclusions were based, e.g., signed statements taken, unsigned statements taken, verbal only statements taken, recorded statements taken, and physical or circumstantial evidence. Copies of all written materials must be attached to the report with

identification of the names of any student witnesses removed before release to parents or used at any hearing.

- C. After a principal or a designee has made every reasonable effort to investigate all aspects of the discipline problem and is satisfied that the nature and seriousness of the offense could result in a recommended expulsion, the principal must then decide whether or not to recommend expulsion to the Charter Operator or its designee. The principal or designee shall make a reasonable effort to reach a fair determination of the incident before making any disposition. The principal or designee has no discretion concerning those offenses for which expulsion is mandated under La. R.S. 17:416.
- D. Prior to suspending a student pending expulsion, the school principal or designee shall advise the student in question of the particular misconduct of which he or she is accused, as well as, the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee. The student may be requested to reduce his or her version to writing.
- E. The principal or designee shall mail a copy of the Recommendation for Expulsion Form, including specific reasons for the expulsion to the student's parent, tutor, or guardian when student is suspended with a recommendation of expulsion. The recommendation will be sent by certified mail, return receipt requested, or hand delivered to the parent, tutor, or guardian on the day of the student's removal from school, if possible, but no later than the following school day. If hand delivered, the principal or designee will document the date of delivery and to whom the letter was delivered. The letter shall contain the specific reasons for the suspension and recommended expulsion, shall set forth the time, date and place of the Expulsion Hearing, and shall contain a notification of the right to view and to request, in writing, a copy of any information to be presented by the school at the Expulsion Hearing. For a student with disabilities, a Parent Notice of Discipline meeting date and information on the rights of exceptional children should also be included with the Recommendation for Expulsion Form. The principal or designee shall document any referral to Child Welfare and Attendance, Families in Need of Services, Parent Liaison and/or the District Attorney's Office.

V. Expulsion Hearing by Charter Operator or Designee

- A. An Expulsion Hearing shall be conducted by the Charter Operator or its designee. The Charter Operator may designate a Hearing Officer to act on its behalf to conduct Expulsion Hearings and render decisions in student expulsions. All references to "Charter Operator" in Section V of this policy should be understood to mean the Charter Operator or its designee.
- B. Upon the recommendation by a principal or designee for the expulsion of a student, an Expulsion Hearing shall be conducted by the Charter Operator to determine the facts and make a finding of whether the student is guilty of conduct warranting the recommendation of expulsion.
 - 1. The Expulsion Hearing shall be held as soon as possible but no later than ten (10) school days after the student's removal from the school, unless an alternate date is agreed upon by all parties.
 - 2. Except in the case of an extreme emergency, requests with a valid reason to reschedule an Expulsion Hearing shall be made at least 24 hours prior to the date and time of the scheduled Expulsion Hearing.
- C. Pending the Expulsion Hearing by the Charter Operator, the student shall remain suspended from school and all school-related activities, but may be placed in an alternative setting. Students with disabilities shall be disciplined under Louisiana's Regulations for Implementation of Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.

- D. Prior to the Expulsion Hearing, the parent/tutor/guardian has the right to view and to request, in writing, a copy of any information to be presented by the school at the Expulsion Hearing. The information shall be kept on file at the school office. Notice of this right shall be included in the expulsion notice. Summaries of student statements without their identification or names are sufficient information for an Expulsion Hearing.
- E. An Expulsion Hearing shall be held for special needs student when misconduct is not a manifestation of the student's disability. The relevant disciplinary procedures applicable to students without disabilities may be applied in the same manner, except that a Free Appropriate Public Education (FAPE) must be provided after the tenth day of removal, consecutive or cumulative.
- F. At the Expulsion Hearing (a fact-finding process) conducted by the Charter Operator, the specific reason(s) concerning the cause(s) for the proposed expulsion will be presented by the principal or a designee in support of the recommendation. The student's prior performance and attendance as well as any relevant evidence and testimony may be presented to the Charter Operator in support of the severity of the recommended action. The student or a representative of the student may produce witnesses or offer information including written statements on the student's behalf to the Charter Operator. Questions and comments should generally be directed to the Charter Operator.
- G. After hearing the information provided by the school and the student, the Charter Operator shall determine whether the student is guilty of the principal's or a designee's charges and whether he/she is expelled from school or if other corrective or disciplinary action is imposed. The Charter Operator shall issue an Expulsion Hearing Decision consistent with the format set forth in Attachment 2 to this policy. If the findings and disposition of the Expulsion Hearing are made at the conclusion of the hearing, the Charter Operator shall inform the parent/tutor/guardian and the student of the findings and disposition of the matter. In any event, the Charter Operator shall mail (by certified mail, return receipt requested and standard mail), or hand deliver to the parent/tutor/guardian, the principal or designee, and the RSD Superintendent, a decision of the findings, and the reasons therefore, no later than three (3) school days after the Expulsion Hearing. In the event the Charter Operator does not find the student guilty of conduct warranting a recommendation of expulsion, the Charter Operator shall state in writing the reason(s) for such finding and provide a copy to the principal and the parent/tutor/guardian of the student. In either event, the action taken shall become final and appeal delays shall begin to run upon hand-delivery or upon five (5) calendar days after the mailing of the notification.
- H. Where the Charter Operator has proceeded with the Expulsion Hearing when the parent/tutor/guardian failed to appear, written notification of the decision shall be mailed (by certified mail, return receipt requested and standard mail), or hand delivered to the parent/tutor/guardian and the principal no later than three (3) school days after the Expulsion Hearing. In such notice the Charter Operator shall inform the parent/tutor/guardian and the principal of the findings and the reasons therefore, and that the action taken shall become final and appeal delays shall begin to run upon hand-delivery or upon five (5) calendar days after the mailing of the notification. The principal shall make the appropriate entries in the student data in the event the student had been dropped from the school. Whenever a student drops from a school, the principal shall attend any Expulsion Hearing, even if the student and parent/tutor/guardian fail to appear for the hearing.
- I. The parent, tutor or guardian may request the RSD Superintendent or designee to review the findings of the Charter Operator, as provided herein. If there is no timely appeal, the decision of the Charter Operator or its designee will be final.
- J. Records shall be maintained and made available upon request.

I. Appeal of Expulsion

- A. In the event the Charter Operator determines that a student should be expelled, the parent/tutor/guardian of the expelled student or the student (if the student is 18 years of age or older), may request a review of the Expulsion Hearing Decision by the RSD Superintendent or designee. In the written request for review, the parent or student, if over 18 years of age, shall provide a statement setting forth the basis for the request for review. The written request for review must be requested by hand-delivery or by mail and must be postmarked within five (5) calendar days of the written notification of the expulsion decision. The address for the Recovery School District (RSD) Central Office is 1641 Poland Avenue, New Orleans, Louisiana, 70114. Requests for review which are not mailed or hand-delivered within this time period shall not be processed unless extenuating circumstances can be demonstrated by the parent/tutor/guardian or student.
- B. Upon notification by the RSD of receipt of an expulsion appeal, the Charter Operator shall deliver to the RSD the following within five (5) calendar days:
 - 1. the written record of the expulsion proceedings, to consist of all information, including but not limited to, records, statements and documents;
 - 2. prior decisions rendered in the matter; and
 - 3. the date of mailing or hand delivery of the Expulsion Hearing Decision.
- C. The RSD shall provide the Charter Operator with a copy of the written request for review and any supplemental information submitted by the parent or student, if over 18 years of age. The Charter Operator shall have five (5) calendar days from receipt to respond to the request for review.
- D. The RSD Superintendent's review of the Expulsion Hearing Decision shall be a record review. After reviewing the findings of the Charter Operator or its designee and the request for review and any response by the Charter Operator, the RSD Superintendent or designee may affirm, modify, remand, or reverse the action previously taken. If the RSD Superintendent reverses the decision of the Charter Operator, the Charter Operator shall readmit the student to the charter school.
- E. The RSD Superintendent or designee shall provide written notification of the decision to the parent/tutor/guardian and to the Charter Operator by mail (by certified mail, return receipt requested and standard mail) or by hand delivery.

VII. Readmission or Admission of an Expelled Student

- A. No student who has been expelled pursuant to the provisions of La. R.S. 17:416, or who has been expelled from a school out of state, shall be admitted except in accordance with La. R.S. 17:416(B) and (C).
- B. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in this state or outside the state, which had it been committed by an adult would have constituted a felony in this state may be sufficient cause for the Charter Operator to refuse admission of said student to the charter school except upon review and approval of Charter Operator.

VIII. Readmission of an Expelled Student on a Probationary Basis

Expelled students may be readmitted on a probationary basis to school at any time during the specified period of expulsion as provided in La. R.S. 17:416(C)(2)(d).

IX. Alternative Education Programs

Any student suspended more than ten days or expelled for disciplinary offenses pursuant to R.S. 17:416 remain under the supervision of the Charter School taking such action. In accordance with R.S. 17:416.2, the Charter School must provide alternative education programs for suspended and expelled students approved by BESE, unless a waiver from said requirement has been approved by BESE.

X. Additional Disciplinary Authority For Suspension of Driver's License

Pursuant to La. R.S. 17:416.1(D), any student between the ages of 14 and 18 who is expelled or suspended from school for ten or more consecutive days or assigned to an alternative educational setting for ten or more consecutive school days for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm or and infraction involving assault or battery on a member of the school faculty or staff shall have his or her driver's license for the operation of a motor vehicle suspended for a period of one year, in accordance with the provisions of La. R.S. 32:431. The term "license" or "drivers license" shall include a Class "E" learner's license and intermediate license as provided for in La. R.S. 32:407. The principal of the school that the student attended at the time of the offense shall notify the Department of Public Safety and Corrections of any student expelled or suspended for ten or more consecutive days for the infractions or offenses aforesated after the period of an appeal has expired. The notice shall include a copy of the student's disciplinary determination and the student's full name, address, date of birth, social security number, and, if available, driver's license number and the name, address and telephone number of the student's parent, custodial parent, or tutor.

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